

# Procurement Process Update

## Overview

Through the Procurement Working Group (PWG), the procurement challenges faced by the IT Infrastructure Partnership are being clarified and in many cases resolved. For instance, the group is addressing **procurement bottlenecks** by recommending improvements to track orders and ensure that the right equipment gets delivered to the right person. The PWG has also proposed a process for a quick **escalation of procurements**. The following update offers additional information about those changes along with contact information for the different parts of the process.

## P2P (Procure to Pay) Process

Recently, the PWG recommended a number of steps to help streamline P2P processing:

- **Mailing Labels and Packing Slips** – NG will instruct vendors to include both eVA and NG PO numbers, the agency name, address and POC's phone number on shipment labels.
- **Payment of Invoices** – Hardware delivered to the new Procurement Service Center (PSC), operated by Dataline, will be the responsibility of NG. For items delivered directly to the Agency site:
  - The receiver must determine if the item was procured by NG or VITA
  - If procured by VITA then receiving is done in eVA
  - If procured by NG then the packing slip must be sent (an email is also acceptable) to NG receiving. In addition, the item must be received in eVA.
  - NG receiving email address - [ITAssetManager@ngc.com](mailto:ITAssetManager@ngc.com)
  - FAX - Efax (703) 995-4401 (preferred) or regular fax (804) 371-2192
- **Replacing Inoperable Equipment vs. Ordering New Equipment** – For existing equipment in need of repair, contact the Help Desk with the problem and NG will repair or replace the unit. Agency is notified of arrival and installation is scheduled. The item then becomes an NG asset subject to the refresh cycle. Agencies are not required to order through eVA.
- **Requests for Managed Services** – The template for requesting managed services is available on the following VITA LAN site: <https://vitaweb.virginia.gov/C6/VITA-3-0/default.aspx>.

## Escalating Procurements

The process for escalating procurements should proceed as follows:

1. Agency personnel notify AITR or designee of the urgent need
2. AITR or designee validate need for escalation
3. APM is notified by AITR or designee
4. APM develops resolution and advises AITR or designee
5. If not satisfactory, AITR escalates to CAM or Director of VITA SMO

## Contact Info

Northrop Grumman procurement inquiries: [vitapo@ngc.com](mailto:vitapo@ngc.com)

Northrop Grumman IT asset management: [ITAssetManager@ngc.com](mailto:ITAssetManager@ngc.com)

VITA procurement inquiries: [evaorders@vita.virginia.gov](mailto:evaorders@vita.virginia.gov)

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